

Faculty-Student Summer Research Proposal

This form is to be completed by the faculty member submitting the proposal.

Applications are due **January 31, 2020**

APPLICATION COVER PAGE

Faculty Member Information

(1) Name: _____ Department: _____

Student(s) Information

(1) Student: _____ (2) Student: _____

Anticipated Grad. Date: _____ Mo/Yr Anticipated Grad. Date : _____ Mo/Yr

Current GPA: _____ Current GPA: _____

(3) Student: _____

Anticipated Grad. Date: _____ Mo/Yr Current GPA: _____

Title of Project:

1. Have you previously received a summer Faculty-Student research award? Yes No
*If yes, you **MUST** provide a copy of the report for your most recent award Grant.*
2. Are any other departmental or college sources of funding available for this project? Yes No
3. Will this grant involve student travel outside of Walla Walla? *If yes, please see the Travel Notes below.* Yes No
4. Does this grant include human participant subjects? Yes No
If yes, have you presented this to the Institutional Review Board for approval? Yes No
5. Does this project require the student to live in Walla Walla? Yes No
6. Is the student on an academic visa (F-1 or J-1) Yes No

Required documents:

1. Application cover page and budget justification
2. A two- to three-page proposal and an abstract
3. A timeline of the work
4. Student statement
5. Student unofficial transcript
6. Previous summer research award report, if applicable

Budget Justification

Project length	Short-Term <input type="checkbox"/> (4-5 weeks, 150-200 hours)	Medium-Term <input type="checkbox"/> (6-7 weeks, 240-280 hours)	Full-summer <input type="checkbox"/> (8-10 weeks, 320-360 hours)
Faculty Stipend	\$1000	\$2000	\$3000
Student Stipend (Per Student)	\$2500	\$3500	\$4500
Total Student Stipend	\$		

Please include a justification and timeline in your proposal narrative

*Travel	\$	Itemization and Justification:
**Supplies/Services	\$	Itemization and Justification:
Total Funding Requested:	\$	(Faculty stipend, plus total of the student stipend(s), plus travel and supplies/services)

****International travel note:***

Cell Phone: Whitman College ***requires*** the faculty-trip leader to have a cell phone with international capability with them on the trip. If the faculty trip leader's US cell phone does not have international capabilities, they will need to include the cost for an international cell phone in their budget.

Travel Insurance: Whitman College ***requires*** that student participants (and highly recommends faculty-trip leaders) purchase iNext supplemental premium Travel Insurance to augment coverage they have through Whitman. Trip leaders should either figure the cost (\$52-85 per card) into the budget for the trip or inform the students that they will need to pay for the iNext travel insurance.

Car Rental: The College's auto insurer has asked the faculty and staff to purchase the local in-country auto insurance offered by the car rental company overseas. This will prevent legal issues when accidents occur abroad. You may consult a travel agent to get an estimated cost of the insurance.

*****Any supplies purchased for use in this research will remain the property of Whitman College.***

Specific Instructions for Budget Categories:

Student Stipend and Timeline: Student stipends vary in accordance with project duration (as indicated on the cover sheet). In the case of proposals to have more than one student researcher, faculty must include in their proposal narrative an explanation of how having multiple student collaborators is important to the project's outcome and to the learning experience for the students.

In your **timeline**, clearly indicate how you arrive at the Project Category Level selected on the cover sheet by listing the number of weeks and the approximate hours each week. It is important that students not have other paid work by the College when they are working on the research project full-time (35 hours or more), so be sure to discuss your project timeline carefully with your student as you write your proposal. If you are applying for more than one student, it is possible to have a different timeline and project duration for each student. Be sure to clearly explain this in your narrative and timeline.

Projects may not begin prior to May 9 and must be completed by September 9.

Travel: Faculty need to ensure the safety of students during travel and should address any concerns in their application. For example, travel to a remote region should involve at least two students (or an additional faculty member) in case of a medical emergency. For safety reasons, the College does not allow unaccompanied international travel by students, so faculty should plan to accompany students abroad. The terms of international students' visas prohibit them from working outside of the immediate vicinity of the College. There are waivers that can be obtained, but faculty should contact Greg Lecki, Associate Director of the Intercultural Center for International Student Support Services, as soon as possible to learn about employment restrictions and the applicable options, which require advance planning.

Faculty should pay for their own travel with their PDA/ASID funds (The ASID application can be submitted with this application) and **only complete this category to request funds for students**. Please itemize the student travel expense: airfare, car rental, lodging and food budget at the research site. The maximum meal budget is \$50/day/student for a maximum total of \$500/student. ITEMIZED food receipts are required. Local food budget may not be requested. There are separate funds available from the Provost's Office for students to **present** research. Please check the website <https://www.whitman.edu/provost/faculty-development-and-support/student-research-funding> on how to apply the funding.

Supplies/Services: Only request funds for supplies that are necessary to the project and cannot be covered by other research or departmental funds, and include a justification including itemizations. Examples of supplies or services include photocopying, books, lab supplies, fees for student access to lab facilities, equipment rental. Typically no more than \$1,000 may be allotted to supplies/services.